

To: **Distribution** **Date:** **1997 May 14**

From: **F. Logan**

Subject: **LIMS Team Meeting Minutes for 5/8/97**

Business Conducted:

- Agenda and action items were reviewed and discussed.
- R. Lipps finished the purchase requisition for Goffman's interview and is awaiting signature.
- C. Ament reported that the ARD lab/equipment surveys were finish and forwarded the information to S. Laffoon for consolidation.
- F. Logan reported that the PRD lab/equipment surveys were finish and would forward the information to S. Laffoon for consolidation.
- S. Laffoon gave a progress report on the 3rd floor OC labs which were originally omitted.
- J. Sampson and E. Carmines met to discuss the upcoming Cox presentation. J. Sampson presented an informal presentation and the team issued input. After much lengthy discussion, the team decided that the objectives of the presentation were to communicate our process and to get buy-in for a consultant.
- A subteam was formed to finalize the presentation (**see action items**).
- In the event of a negative response for a consultant, the team brainstormed ideas for a contingency plan. Following are the results.

CONTINGENCY PLAN:

CONTINGENCY PLAN:		+	-
Reduce JAD Time	Cost		Team Time, Efficiency, & Quality
Take Goffman Course	Cost		Increase Timeline
Install Kraft System	Cost, Fast		Probability of Failure, Will not satisfy first deliverable, & Do not meet needs
Build In-House	Exactly what R&D wants		Limited Documentation, No Validation, & Slow Roll Out

DOC CODE: P0621

PM3000468678

Action Items:

- J. Sampson, R. Lipps, and E. Carmines will meet to finalize the Cox presentation and present to the team at the next LIMS meeting.
- The next meeting was set for **5/15/97** at **1:00 pm** in **T2** with the following agenda:
 1. Review Agenda
 2. Review Action Items
 3. Final Review of Cox Presentation
 4. Meeting Review/Process Check
 5. Set agenda for next meeting

Distribution:

Ament, C.
Carmines, E.
Good, B.
Laffoon, S.
Lipps, R.
Lisbon, D.
Sampson, J.
Wickham, J.